Appendix A - E-mail Notification

The PEPC system will send e-mail as the result of certain user interactions with the system. There are 16 types of e-mails sent by the system. System-generated e-mails are identified in the table below by **Trigger** - the action that causes the e-mail to be sent, **Sent To** – the person who will receive the e-mail, **When** – the delay, if any, between the trigger and the date the e-mail is sent, and **Where** – the area within PEPC where this trigger can be found.

Trigger	Sent To	When	Where
Create User	Newly Created User	Immediately	Admin
Request Role	Park or Region Admin(s) depending on the role type	Immediately	Admin
Grant/Deny Role	User who made the request	Immediately	Admin
Reset Password	User whose password was reset	Immediately	Admin
Create Project	NEPA and NHPA specialist assigned to the project	Immediately	Step 1 - Project Setup
Project Description/Title Change	Project Lead, NEPA and NHPA	Immediately	Step 1 - Project Setup
Target Dates are not met	Project Leader	On target date - Message will be sent weekly!	Step 1 - Project Setup / Milestones
Adding an IDT member	IDT member	When Assigned to the IDT	Step 3 - IDT
Assigning a task to an IDT member	IDT member	When a Task is Assigned	Step 3 - IDT
Scheduling a site visit or internal meeting	IDT member	User can choose to send an e-mail	Step 3 - IDT
Cancelling a site visit or internal meeting	IDT member	An email is generated automatically when a site visit or internal meeting is Cancelled	Step 3 - IDT
IDT Member's Task is Past Due	Project Leader, NEPA and NHPA Specialists	When 'task due' date has passed and no 'task completed' date has been entered.	Step 3 - IDT
45 days after ROD NOA Published Date	Project Leader	45 days	
Request has not been acted upon in 48 hours	Unaddressed Request Recipient	48 hours	Public Requests

Examples

An example of each type of e-mail generated by the system can be found below:

Create Project

Subject: PEPC: <Project Name> (<Project ID>) **Message Text:** The following project was created in the Planning, Environment and Public Comment (PEPC) system on 05/02/2003: Project ID: <Project ID> Project Title: <Project Name> Project Leader: <Name> Target Start Date: 2000-01-01 You can view the project information in your browser at the following URL: http://nps.gov/projectHome.cfm?projectId=10001

Project Description Change

Subject: PEPC: Project Description Changed: Ancient Grasses (<Project ID>) **Message Text:** The project description was changed by <Name> on 04/08/2003 for the following project: Project ID: <Project ID> Project Title: <Project Name> New Description: Many species of native grasses and shrubs grow across the park's landscape, as well as some undesirable non-native plants (e.g., Canada thistle) that the park does its best to control.   Old Description: Many species of native grasses and shrubs grow across the park_s landscape, as well as some
undesirable non-native plants (e.g., Canada thistle) that the park does its best to control.   You can view the project information in your browser at the following URL:http://nps.gov/projectHome.cfm?projectId=137

Create/Edit Request, Type = Immediate Attention

Subject: PEPC: Immediate Attention Request **Message Text**: An immediate attention request was entered on 05/30/2003 by <Name> with the following message: Test of Immediate Attention You can view the request information in your browser at the following URL: http://nps.gov/publicRequest.cfm?mode=view&projectId=116&documentId=56&requestId=69

Create User

Subject: PEPC: New User Account **Message Text:** A user account was created for you on the Planning, Environment and Public Comment System (PEPC): Username: <username> Password: <password> Please logon to PEPC and change your password at the following URL: http://nps.gov/userProfile.cfm?mode=edit

Request Role

Subject: PEPC: User Role Request **Message Text:** <Name> (<Username>) has requested the Region Administrator role for the Alaska Region. Please logon to the PEPC system to grant or deny role. You can edit <Name>'s user profile at the following URL: http://nps.gov/userProfile.cfm?mode=edit&userId=36

Grant/Deny Role

Subject: PEPC: Region role granted **Message Text:** The request for the Region Administrator role for the <Region Name> was granted.
--OR-- Subject: PEPC: Park role denied **Message Text:** The request for the Park Administrator role for the <Park Name> was denied.

Reset Password

Subject: PEPC: Password Reset **Message Text:** Your password on the PEPC system was reset. Your new password is: <password> Please logon to PEPC and change your password at the following URL: http://nps.gov/userProfile.cfm?mode=edit

Target Dates are not met

Subject: PEPC: Target Start Date Has Passed: <Project Name> (<Project ID>) **Message Text**: The PEPC system has determined that the target start date for this project has passed and no actual start date for the project exists. Project ID: <Project ID> Project Title: <Project Name> Target Start Date: 04/10/2003 You can view the project milestones in your browser at the following URL:

http://nps.gov/milestones.cfm?mode=view&projectId=134

Request has not been acted upon in 48 hours

Subject: PEPC: Public Requests Not Reviewed Within 48 Hours **Message Text:** The PEPC system is reporting that there are 1 Public Requests that have not been reviewed within 48 hours of being entered into the system.

You can view the list of Public Requests in your browser at the following URL:

http://nps.gov/publicRequests.cfm?parkId=297&status=1&toMonth=6&toDay=1&toYear=2003

45 days after ROD NOA Published Date

Subject: PEPC: ROD NOA Published 45 days ago: <Project Name> (<Project ID>) **Message Text:** The PEPC system has determined that the ROD NOA was published 45 days ago. Project ID: <Project ID> Project Title: <Project Name>   ROD NOA Published Date: 04/20/2003 At this time, you should change the project status to closed complete and remove document files from the system. If you have not already done so, send project files to TIC for record keeping and enter the TIC reference numbers on the close project page in the PEPC system. You can view the Close Project page in your browser at the following URL: http://nps.gov/closeProject.cfm?mode=view&projectId=116